**SRS Research Administrative Specialist I Standard Job Description**

**Classification Title:** SRS Research Administrative Specialist I

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 8

**Job Description Summary:**

The SRS Research Administrative Specialist I, under close supervision, is responsible for providing assistance to post-award administration by assisting in tasks such as data entry for cost sharing, reconciling of projects for compliance, assisting in the creation of reports as needed by project administrators, reviewing sponsored project travel and subaward invoices for project compliance, and other functional areas within SRS; assisting with TAMUS member questions, and providing information to their research administrators; and providing great customer service and critical thinking skills as they are a crucial part of the day-to-day operations of SRS. Interprets award documents, sponsor regulations, federal, and state laws/regulations, system policies and member rules in order to fulfil the responsibilities in assisting the Research Administrator with functional duties. Works on project closeouts and assists with audit transactions, assists with compiling statistics and data, prepares documentation and reports as requested. Serves as a resource to assist the Research Administrator in researching and determining solutions to issues associated with functional area assignments.

**Essential Duties and Responsibilities:**

**40% Administrative and Financial Coordination**

* Assists the project administrator with researching regulations to provide financial and regulatory guidance on standard issues to researchers, departments, and administrative offices.
* Assists with the coordination of administrative and financial details with researchers, department heads, deans, and other university staff with an emphasis on post-award administration of sponsored projects.
* Provides assistance with financial data, as requested, to researchers, departments, members, and sponsors.
* Handles standard post-award accounts.
* Contacts sponsors, faculty, and subawardees for revisions and approvals as needed or requested by the Research Administrator.

**20% Compliance and Monitoring**

* Documents and monitors cost sharing and is responsible for project compliance with research expenditures.
* Provides assistance to the Research Specialist II & III in researching and determining solutions to issues associated with non-standard sponsored projects issues as it pertains to subawards, travel, and cost sharing.
* Works with the Research Administrator to interpret and communicate award documents, sponsor regulations, federal, and state laws/regulations, system policies, and member rules for/to researchers and departmental staff as it pertains to subawards, travel, and cost sharing.

**10% Reporting and Documentation**

* Assists with compiling statistics and data and preparing reports.
* Prepares documentation and follows contract terms in closing projects and termination or transfer.

**10% Recommendations and Procedures**

* Assists with recommendations and follows standardized procedures within functional area assignments.
* Responsible for a specialist area (i.e., cost sharing, sub-contract monitoring, sponsor travel, closeout, audit assistance).

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Associates degree or equivalent combination of education and experience

**Required Experience:**

* None

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 